

Submitted: 9/4/2012
Jurisdiction: Maryland
Agency: State Police
Division/Unit: Special Operations Division

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 400
MSA ID: SE55-2542
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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	DC95 - Daily Citation Transmittal Form - past retention dates.	1209-A-38	OPS 36-1	June 1995	0.001 cu ft.	08/22/2012	Shredding
2	31's Employee Work and Leave Reports - past retention dates.	1209	PER 2	Pay period 9-1 for 2011	0.01 cu ft.	08/22/2012	Shredding
3	161: Performance Appraisals - past retention dates.	1209-A-17	PER 5-1	January 1996 through June July 2006	0.12 cu ft.	09/04/2012	Shredding
4	195: Equipment Loss/Damage Report - past retention dates.	1209-A-38	FIS 3-2	Nov. 1995 thru May 2007	0.001 cu ft.	09/04/2012	Shredding
5	30: Personnel Information - past retention dates.	1209-A-24	PER 5-7	Mar. 1995 thru June 2007	0.001 cu ft.	09/04/2012	Shredding
6	168: Request for Secondary Employment - withdrawals past retention dates.	1209-A-24	PER 5-9	December 1996 thru November 2007	0.001 cu ft.	09/04/2012	Shredding
7	9: Request for Training - past retention dates.	1209-A-24	PER 5-12	April 1995 thru June 2006	0.04 cu ft.	09/04/2012	Shredding
8	152: Inspection Report - past retention dates.	1209-A-24	PER 5-15	1997 thru June 2009	0.05 cu ft.	09/04/2012	Shredding
9	165: Personnel Counseling - past retention dates.	1209	PER 5-16	Nov 1999 thru Sept. 2007	0.001 cu ft.	09/04/2012	Shredding
10	164: Job Observation Record, 164A: Job Observation Report and supporting documentation - past retention dates.	1209-A-17	PER 5-51	1998 thru December 2007	0.2 cu ft.	08/22/2012	Shredding

Destruction Certification

Leesa Radja

Signature

Administrative Aide

Title

9/4/2012

Date

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11	006: Request for Transfer - Duplicate copy	1209-A-24	PER 5-3	June 2006	0.001 cu ft.	09/04/2012	Shredding
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Destruction Certification

<u>Leesa Radja</u>	<u>Administrative Aide</u>	<u>9/4/2012</u>
Signature	Title	Date